

# **3 FAM 4830 ANNUAL AWARDS**

*(TL:PER-437; 02-12-2002)*

## **3 FAM 4831 INTERAGENCY AWARDS**

### **3 FAM 4831.1 Luther I. Replogle Award for Management Improvement**

#### **3 FAM 4831.1-1 Description**

*(TL:PER-427; 10-30-2001)*

*(Uniform State and USAID)*

*(Applies to Foreign Service and Civil Service Employees)*

a. This award is made possible by the late Luther I. Replogle, former U.S. Ambassador to Iceland. It recognizes outstanding contributions to management improvement.

b. The recipient of the award receives a certificate signed by the Secretary of State, and \$5,000.

#### **3 FAM 4831.1-2 Eligibility**

*(TL:PER-427; 10-30-2001)*

*(Uniform State and USAID)*

*(Applies to Foreign Service and Civil Service Employees)*

All employees of the agencies, regardless of pay plan or rank, are eligible.

#### **3 FAM 4831.1-3 Criteria**

*(TL:PER-427; 10-30-2001)*

*(Uniform State and USAID)*

*(Applies to Foreign Service and Civil Service Employees)*

Selection will be based on:

(1) Managerial direction that significantly increases the effectiveness of the employee's agency in fulfilling its foreign affairs responsibilities. Management of the conduct of foreign affairs shall be given the broadest possible interpretation, to include management of foreign policy; coordination of foreign affairs programs and policies; management of personnel and financial resources; and the conduct of statutory foreign affairs functions; and

(2) Evidence of the degree of ingenuity, innovation, dedication, or skill demonstrated.

### **3 FAM 4831.1-4 Nominating and Approval Procedures**

*(TL:PER-427; 10-30-2001)*

*(Uniform State and USAID)*

*(Applies to Foreign Service and Civil Service Employees)*

a. Any employee of the agencies may be nominated by an employee familiar with the nominee's work. Endorsement of the nomination by the head of the appropriate establishment abroad, or the chief of a bureau or an office, or other appropriate senior officer at each agency's Washington headquarters, is required.

b. Nominations, not to exceed three typewritten pages, are to be addressed to:

State	Office of Performance Evaluation (HR/PE)
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USAID	Office of Human Resources (M/HR)
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c. A special committee shall select the recipient. The Director General shall designate a chairperson from the Department of State. The Assistant to the Administrator for Management (AA/M) for USAID shall designate a member.

### **3 FAM 4831.2 Herbert Salzman Award for Excellence in International Economic Performance**

#### **3 FAM 4831.2-1 Description**

*(TL:PER-427; 10-30-2001)*

*(Uniform State and USAID)*

*(Applies to Foreign Service and Civil Service Employees)*

a. The Herbert Salzman Award for Excellence in International Economic Performance is made possible by the late Herbert Salzman, former U.S. Ambassador to the U.S. Mission to the Organization for Economic Cooperation and Development. It recognizes outstanding contributions in advancing U.S. international relations and objectives in the economic field.

b. The recipient of the award receives a certificate signed by the Secretary of State, and \$5,000.

### **3 FAM 4831.2-2 Eligibility**

*(TL:PER-427; 10-30-2001)*

*(Uniform State and USAID)*

*(Applies to Foreign Service and Civil Service Employees)*

Employees serving abroad who are members of the Foreign Service at classes FS-6 through FS-1 and Civil Service employees at GS-9 through 15 (and GM equivalent) of the Department and other U.S. Government agencies serving abroad in the field of international economic policy are eligible.

### **3 FAM 4831.2-3 Criteria**

*(TL:PER-427; 10-30-2001)*

*(Uniform State and USAID)*

*(Applies to Foreign Service and Civil Service Employees)*

Selection will be based on:

(1) The quality of the nominee's overall contribution in advancing U.S. international economic relations and objectives;

(2) Documented economic analytical, reporting, or negotiating skills or a combination thereof; and

(3) Conceptual thinking influencing economic policy formulation.

### **3 FAM 4831.2-4 Nominating and Approval Procedures**

*(TL:PER-427; 10-30-2001)*

*(Uniform State and USAID)*

*(Applies to Foreign Service and Civil Service Employees)*

a. Nominations must be submitted by the chief of mission, highlighting the nominee's accomplishments in terms of one or more of the above criteria.

b. Nominations, not to exceed three typewritten pages, are to be addressed to the Assistant Secretary for Economic and Business Affairs.

c. The Assistant Secretary for Economic and Business Affairs will chair the selection committee which will include a senior official working in the field of international economics from two of the U.S. agencies with responsibilities in international economic affairs. Outside U.S. Government organizations may also be included on the committee from among their fellows working in the field of international economics.

### **3 FAM 4831.3 Award for Excellence in Labor Diplomacy**

### **3 FAM 4831.3-1 Description**

*(TL:PER-427; 10-30-2001)*

*(State and Department of Labor)*

*(Applies to Foreign Service and Civil Service Employees)*

a. This award recognizes excellence in promoting U.S. foreign policy interest in the labor field.

b. The recipient receives a certificate signed by the Secretaries of Labor and State, and \$5,000.

### **3 FAM 4831.3-2 Eligibility**

*(TL:PER-427; 10-30-2001)*

*(State and Department of Labor)*

*(Applies to Foreign Service and Civil Service Employees)*

All employees serving in labor positions, including labor-reporting positions, are eligible.

### **3 FAM 4831.3-3 Criteria**

*(TL:PER-427; 10-30-2001)*

*(State and Department of Labor)*

*(Applies to Foreign Service and Civil Service Employees)*

Selection will be based on:

(1) The employee's initiative in advancing U.S. foreign policy, including the labor dimensions of mission program plans for the promotion of democracy and human rights, as well as in advancing the linkage between trade and internationally recognized labor standards; the building of trade union support for economic reform; and the officer's ingenuity in applying available resources, such as those of USAID and non-governmental organizations, to further these objectives;

(2) The employee's ability to identify the relationship between significant U.S. interests and objectives, events, developments, and trends in the labor area as well as the ability to anticipate such developments and trends; the ability to synthesize information from a variety of sources into coherent reporting; and the ability to analyze and interpret developments and trends, reach conclusions and recommend action;

(3) The extent to which the employee has developed accessible and representative contacts within the primary institutions relating to the labor function, including the labor movement (its leadership and its rank and file), grassroots and other democratic-cause oriented groups, government offices dealing with labor issues, relevant management organizations, academicians, and the media;

(4) The extent to which the employee makes appropriate use of information from the U.S. Government, other governments, AFL-CIO representatives, international labor bodies and other sources; and

(5) The officer's responsiveness to specific Department reporting priorities, such as in-depth analysis and reporting on worker rights developments and on the labor dimensions of economic and political reform.

### **3 FAM 4831.3-4 Nominating and Approval Procedures**

*(TL:PER-427; 10-30-2001)*

*(State and Department of Labor)*

*(Applies to Foreign Service and Civil Service Employees)*

a. Candidates must be nominated by a supervisor. Endorsement of the nomination by the chief of mission or principal officer at posts abroad or the appropriate assistant secretary or equivalent is required. Nominations submitted by the Department of Labor must be endorsed by an appropriate assistant secretary or other senior official.

b. Nominations, not to exceed three typewritten pages, are to be forwarded to the Deputy Secretary and also marked for the Under Secretary for Global Affairs, the Assistant Secretary for Democracy, Human Rights and Labor, and the appropriate regional bureau. They must be supported by three representative examples of reporting during the previous 12 months.

c. The Bureau of Democracy, Human Rights, and Labor will chair and select the remaining members of the selection committee, which will be comprised of representatives from the end-users of labor reporting in Washington. The committee may request supplemental information, if necessary, to reach a decision.

### **3 FAM 4831.4 Swanee Hunt Awards**

*(TL:PER-427; 10-30-2001)*

*(Uniform State, USAID, Commerce, and Agriculture)*

*(Applies to Foreign Service, Civil Service and Foreign Service National Employees)*

a. The Swanee Hunt Awards for Outstanding Achievement in Improving the status of women globally by advancing their influence in policy formulation is made possible by the former U.S. Ambassador to Austria, the Honorable Swanee Hunt. This award recognizes outstanding achievement in the area of promoting women as participants in the political and economic processes or as policy shapers.

b. The annual amount of the award is \$10,000, which will be given in two awards of \$5,000 each; 1. to a Foreign Service or Civil Service employee; and 2. to a Foreign Service National at a U.S. embassy or consulate, along with a certificate signed by the Secretary.

#### **3 FAM 4831.4-1 Eligibility**

*(TL:PER-427; 10-30-2001)*

*(Uniform State, USAID, and Departments of Commerce and Agriculture)*

*(Applies to Foreign Service, Civil Service and Foreign Service National Employees)*

Any Foreign Service or Civil Service Employee of the Department of State, the U.S. Agency for International Development, the U.S. Foreign Commercial Service or the U.S. Foreign Agricultural Service, as well as Foreign Service Nationals at U.S. Embassies and consulates, may be nominated for this award by anyone having knowledge of his or her contributions.

#### **3 FAM 4831.4-2 Criteria**

*(TL:PER-427; 10-30-2001)*

*(Uniform State, USAID, and Departments of Commerce and Agriculture)*

*(Applies to Foreign Service, Civil Service and Foreign Service National Employees)*

The selection criteria below relates to the promotion of women as peace builders; advancing women's leadership in the public arena; strengthening the advocacy power of women at the grassroots level; mobilizing activists around policy initiatives of concern to women; expanding women's political participation; and, increasing the economic opportunities of women around the world:

(1) Outstanding work in the field at the local or governmental level to advance the status of women;

(2) Excellence in reporting on the status of women and their role in the public policy process;

(3) Originality and perseverance in promoting women's influence in policy formulation in their host country; and

(4) Effectively improving the influence of women and girls in international affairs.

### **3 FAM 4831.4-2 Nominating and Approval Procedures**

*(TL:PER-427; 10-30-2001)*

*(Uniform State, USAID, Commerce and Agriculture)*

*(Applies to Foreign Service, Civil Service and Foreign Service National Employees)*

a. The chief of mission or principal officer must endorse those nominations submitted from abroad. The appropriate assistant secretary must endorse nominations submitted domestically. Nominations may not exceed three typewritten pages.

b. The selection committee includes the Under Secretary for Global Affairs, the senior coordinator for international women's issues, a representative from USAID, the Department of Agriculture, the Department of Commerce and one non-governmental organization involved in international women's issues.

## **3 FAM 4832 AWARDS AVAILABLE TO FOREIGN SERVICE AND CIVIL SERVICE EMPLOYEES OF THE DEPARTMENT**

### **3 FAM 4832.1 Director General's Award for Impact and Originality in Reporting**

#### **3 FAM 4832.1-1 Description**

*(TL:PER-427; 10-30-2001)*

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

a. The Director General's Award for Impact and Originality in Reporting recognizes the high standards which characterize the reporting of the Department.

b. The recipient of the award receives a certificate signed by the Secretary of State, \$5,000, and an engraved desk set. The recipient's name is placed on a plaque in the Department.

### **3 FAM 4832.1-2 Eligibility**

*(TL:PER-427; 10-30-2001)*

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

All employees, regardless of pay plan or rank, are eligible. When circumstances warrant, the award may alternatively be granted to more than one individual in instances of collaboration or of a team effort.

### **3 FAM 4832.1-3 Criteria**

*(TL:PER-427; 10-30-2001)*

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

Selection will be based on the quality of reporting, analysis, timeliness, presentation, relevance, perceptive, and discriminating use of multiple sources.

### **3 FAM 4832.1-4 Nominating and Approval Procedures**

*(TL:PER-427; 10-30-2001)*

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

a. Candidates may be nominated by an employee or group of employees familiar with the nominee's work, including supervisors, task forces, and country desks. Nominations should describe the work of the nominee and be supported by three representative examples of reporting. Endorsement of the nomination by the chief of mission or principal officer at posts abroad or the head of a bureau or other appropriate senior officer in the Department is required.

b. Nominations, not to exceed three typewritten pages, are to be addressed to HR/PE.

c. The selection of the recipient will be made by a committee appointed by the Director General.



## **3 FAM 4832.2 Secretary and Office Management Specialist of the Year Awards**

### **3 FAM 4832.2-1 Description**

*(TL:PER-427; 10-30-2001)*

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

a. The Secretary of the Year and Office Management Specialist of the year awards recognize the high standards of performance which characterize the service of secretaries in the Civil Service and Office Management Specialists in the Foreign Service. The award is conferred on both a Civil Service and a Foreign Service Office Management Specialist.

b. The recipients each receive a certificate signed by the Secretary of State, and \$5,000. The recipients' names are placed on a plaque in the Department.

### **3 FAM 4832.2-2 Eligibility**

*(TL:PER-427; 10-30-2001)*

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

All Civil Service secretaries and Foreign Service Office Management Specialists, regardless of pay plan or rank, are eligible.

### **3 FAM 4832.2-3 Criteria**

*(TL:PER-427; 10-30-2001)*

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

Selection will be based on the degree of professional skills attained, dedication to duty (especially if under conditions of hazardous and arduous service), contribution to the foreign affairs objectives of the bureau or mission where serving, and, where appropriate, the acquisition and use of local languages.

### **3 FAM 4832.2-4 Nominating and Approval Procedures**

*(TL:PER-427; 10-30-2001)*

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

a. Candidates may be nominated by an employee or group of employees familiar with their work. Endorsement of the nomination by the chief of mission or principal officer at posts abroad or by the head of a bureau, as appropriate, is required.

b. Nominations, not to exceed three typewritten pages, are to be addressed to HR/PE.

c. The selection of the recipients will be made by a committee appointed by the Director General.

### **3 FAM 4832.3 Thomas Morrison Information Management Award**

#### **3 FAM 4832.3-1 Description**

*(TL:PER-427; 10-30-2001)*

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

a. The Thomas Morrison Information Management Award recognizes outstanding and unique contributions in the information management field.

b. The recipient of the award receives a certificate signed by the Secretary of State, and \$5,000.

#### **3 FAM 4832.3-2 Eligibility**

*(TL:PER-427; 10-30-2001)*

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

All employees of the Foreign Service and the Civil Service (except Senior Foreign Service and Senior Executive Service) in the information management field, serving domestically or abroad, are eligible.

### **3 FAM 4832.3-3 Criteria**

*(TL:PER-427; 10-30-2001)*

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

Selection will be based on:

(1) Sustained exemplary performance of responsibilities (unusually difficult, demanding, or dangerous circumstances should be taken into consideration);

(2) The nominee's contribution relative to his or her use of new technology to improve the efficiency and effectiveness of information resources management; and

(3) Initiative and leadership contributing to improved management of information management programs, including safety and security.

### **3 FAM 4832.3-4 Nominating and Approval Procedures**

*(TL:PER-427; 10-30-2001)*

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

a. Candidates for the award may be nominated by any employee or group of employees.

b. Nominations, not to exceed three typewritten pages, are to be addressed to the Deputy Chief Information Officer for Management, Executive, Human Resources Management (IRM/M/EX/HRM) Division.

c. The Deputy Chief Information Officer for Information Resources Management will chair the selection committee, which will be comprised of the Chief of the Career Development Bureau for Information Resource Management, an Executive Director of a regional bureau and the managing director for Human Resources Management.

## **3 FAM 4832.4 Leamon R. Hunt Award for Administrative Excellence**

### **3 FAM 4832.4-1 Description**

*(TL:PER-427; 10-30-2001)*

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

a. The Leamon R. Hunt Award for Administrative Excellence recognizes outstanding contributions to administrative operations.

b. The recipient of the award receives a certificate signed by the Secretary of State, and \$5,000.

### **3 FAM 4832.4-2 Eligibility**

*(TL:PER-427; 10-30-2001)*

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

All employees at classes FS-6 through 1 serving in an administrative position abroad are eligible.

### **3 FAM 4832.4-3 Criteria**

*(TL:PER-427; 10-30-2001)*

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

Selection will be based on:

(1) The nominee's contribution in improving efficiency and effectiveness of the mission;

(2) Evidence of the nominee's leadership capabilities in planning, organizing, and/or directing a major program; and

(3) The degree to which the objectives have been achieved.

### **3 FAM 4832.4-4 Nominating and Approval Procedures**

*(TL:PER-427; 10-30-2001)*

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

a. Nominations must be endorsed by the chief of mission.

b. Nominations, not to exceed three typewritten pages, are to be addressed to the Assistant Secretary for Administration.

c. The Assistant Secretary for Administration will chair the selection committee and invite the Director General to serve on it.

### **3 FAM 4832.5 Barbara M. Watson Award for Consular Excellence**

#### **3 FAM 4832.5-1 Description**

*(TL:PER-427; 10-30-2001)*

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

a. The Barbara M. Watson Award for Consular Excellence recognizes outstanding contributions to consular operations.

b. The recipient of the award receives a certificate signed by the Secretary of State, and \$5,000.

#### **3 FAM 4832.5-2 Eligibility**

*(TL:PER-427; 10-30-2001)*

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

All employees at classes FS-6 through 1 and GS-9 through 15 (and GM equivalent) serving in the consular field abroad are eligible.

#### **3 FAM 4832.5-3 Criteria**

*(TL:PER-427; 10-30-2001)*

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

Selection will be based on:

(1) The significance of the nominee's contribution in improving the efficiency and effectiveness of consular responsibilities and the quality of service to the public; and

(2) Evidence of the nominee's leadership capabilities in planning, organizing, and/or directing a major program.

### **3 FAM 4832.5-4 Nominating and Approval Procedures**

*(TL:PER-427; 10-30-2001)*

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

- a. Nominations must be endorsed by the chief of mission.
- b. Nominations, not to exceed three typewritten pages, are to be addressed to the Assistant Secretary for Consular Affairs.
- c. The Assistant Secretary for Consular Affairs will chair the selection committee, which will be comprised of the principal deputy assistant secretary for consular affairs, and representatives from CA offices, the Bureau of Human Resources, and the bureaus.

### **3 FAM 4832.6 Equal Employment Opportunity Award**

#### **3 FAM 4832.6-1 Description**

*(TL:PER-427; 10-30-2001)*

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

- a. The Equal Employment Opportunity (EEO) Award recognizes outstanding contributions toward improving employment opportunities for minorities and women and significant achievements in taking affirmative action to employ and advance in employment qualified minorities and women.
- b. The recipient of the award receives a certificate signed by the Secretary of State, and \$5,000.

#### **3 FAM 4832.6-2 Eligibility**

*(TL:PER-427; 10-30-2001)*

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

All employees, regardless of pay plan or rank, are eligible to receive the award except those assigned full time to positions whose primary duties are the promotion of equal employment opportunity.

### **3 FAM 4832.6-3 Criteria**

*(TL:PER-427; 10-30-2001)*

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

- a. Selection will be based on proposing, developing, or implementing a policy, activity, or program to improve opportunities for minorities and women.
- b. Weight will be given to outstanding first-line supervisory or middle-management contributions to the Equal Employment Opportunity Program.

### **3 FAM 4832.6-4 Nominating and Approval Procedures**

*(TL:PER-427; 10-30-2001)*

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

- a. Candidates for the award may be nominated by any employee or group of employees. Nominations should be accompanied by a detailed description of the nominee's contribution to the Equal Employment Opportunity Program, including, as appropriate, statements concerning the number of employees benefiting from the contribution; any larger, positive effects of the contribution on general administrative or personnel management; the innovative nature of the contribution.
- b. Nominations, not to exceed three typewritten pages, are to be forwarded to the Deputy Assistant Secretary for the Office of Civil Rights.
- c. The Deputy Assistant Secretary for the Office of Civil Rights will chair the selection committee and designate its members.

### **3 FAM 4832.7 Arnold L. Raphel Memorial Award**

#### **3 FAM 4832.7-1 Description**

*(TL:PER-427; 10-30-2001)*

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

- a. This award recognizes an individual in international affairs who embodies the special human qualities exemplified by the late Ambassador Arnold L. Raphel—the mentoring and development of subordinates, especially junior officers.
- b. The recipient receives a certificate signed by the Secretary of State, and \$5,000. The recipient's name is placed on a plaque in the Department.

### **3 FAM 4832.7-2 Eligibility**

*(TL:PER-427; 10-30-2001)*

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

All employees, regardless of rank, are eligible.

### **3 FAM 4832.7-3 Criteria**

*(TL:PER-427; 10-30-2001)*

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

Selection will be based on:

(1) The extent to which the candidate has used his or her special ability and sensitivity to recognize and develop the skills and potential of subordinates; and

(2) Success in counseling, encouraging, and motivating peers and subordinates.

### **3 FAM 4832.7-4 Nominating and Approval Procedures**

*(TL:PER-427; 10-30-2001)*

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

a. Candidates for the award may be nominated by any employee or group of employees.

b. Nominations, not to exceed three typewritten pages, are to be forwarded to HR/PE.

c. The selection of the recipient will be made by a special committee appointed by the Director General.



### **3 FAM 4832.8 Diplomatic Security Professional of the Year**

#### **3 FAM 4832.8-1 Description**

*(TL:PER-427; 10-30-2001)*

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

a. This award recognizes outstanding contributions made by an employee in the security field.

b. The recipient receives a certificate signed by the Secretary of State, and \$5,000.

#### **3 FAM 4832.8-2 Eligibility**

*(TL:PER-427; 10-30-2001)*

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

All employees of the Foreign Service and Civil Service at the FS-1 and GM or GS-15 level and below serving domestically in the Bureau of Diplomatic Security, in a security position elsewhere in the Department, or in a security or security support position abroad are eligible.

#### **3 FAM 4832.8-3 Criteria**

*(TL:PER-427; 10-30-2001)*

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

Selection will be based on sustained superior achievement but may be conferred for accomplishments in the previous rating period alone. Nominees must have contributed significantly to the goals of the Department's security program, either domestically or abroad. The selection committee will give particular weight to evidence of achievement in one or more of the following areas and will assess the relative importance of the nominee's contributions to the attainment of security objectives:

- (1) Improvements in the efficiency and effectiveness of the office;
- (2) Initiative and leadership in planning, organizing, or directing a major program; and
- (3) Sustained exemplary performance (taking into account unusually difficult, demanding, or dangerous circumstances).

### **3 FAM 4832.8-4 Nominating and Approval Procedures**

*(TL:PER-427; 10-30-2001)*

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

a. Candidates for the award may be nominated by any employee or group of employees possessing knowledge of the candidate's achievements.

b. Nominations, not to exceed three typewritten pages, must be cleared by office directors domestically and the appropriate security section chiefs abroad. They are to be forwarded to the Assistant Secretary for Diplomatic Security.

c. The Assistant Secretary for Diplomatic Security will chair the selection committee, comprised of the Deputy Assistant Secretary of Diplomatic Security Service; the Deputy Assistant Secretary of Countermeasures and Information Security; the Executive Director for Diplomatic Security; the Director of Diplomatic Courier Service; the Director of Information Security Technology; an assistant Inspector General; a Deputy Assistant Secretary for Human Resources, a Deputy Assistant Secretary for Consular Affairs; and, the executive director of a regional bureau (to be rotated each year).

### **3 FAM 4832.9 James Clement Dunn Award for Excellence**

#### **3 FAM 4832.9-1 Description**

*(TL:PER-427; 10-30-2001)*

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

a. The James Clement Dunn Award for Excellence recognizes leadership, intellectual skills, managerial ability, and personal qualities that most fully exemplify the standards of excellence desired of employees at the mid-career level.

b. The recipient of the award receives a certificate signed by the Secretary of State, and \$5,000.

#### **3 FAM 4832.9-2 Eligibility**

*(TL:PER-427; 10-30-2001)*

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

Foreign Service officers at the FO-1 level and Civil Service employees at the GM/GS-15 level are eligible.

### **3 FAM 4832.9-3 Criteria**

*(TL:PER-427; 10-30-2001)*

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

Selection will be based on:

(1) Leadership characterized by foresight, decisiveness, persistence, and persuasiveness;

(2) Creative contributions to U.S. policy objectives or efficient and effective management;

(3) The ability to place policy or management proposals in the broad context of U.S. national interests and to take full account of foreign sensitivities and settings;

(4) Competence across functional lines, such as, excellence in managerial and supervisory skills as well as policy analysis, formulation, and direction; and

(5) Integrity, intellectual and moral courage, commitment, discipline, and patriotism.

### **3 FAM 4832.9-4 Nominating and Approval Procedures**

*(TL:PER-427; 10-30-2001)*

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

a. Candidates may be nominated by any employee. Each regional and functional bureau is expected to nominate at least one candidate working abroad or in Washington in its area of responsibility unless none of its eligible employees qualify.

b. Nominations, not to exceed three typewritten pages, are to be addressed to HR/PE.

c. The Under Secretary for Political Affairs will chair the selection committee which will be comprised of the Under Secretary for Global Affairs and the Director General.

## **3 FAM 4832.10 Charles E. Cobb, Jr. Award for Initiative and Success in Trade Development**

### **3 FAM 4832.10-1 Description**

*(TL:PER-427; 10-30-2001)*

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

a. This award is made possible by the former Ambassador to Iceland, Charles E. Cobb, Jr. It is conferred on two career members of the Department: one member serving under an ambassadorial appointment; and one member at any grade serving abroad in a non-ambassadorial assignment. The award recognizes outstanding contributions toward innovative and successful trade development and export promotion for the United States.

b. The recipients each receive a certificate signed by the Secretary of State, and \$5,000.

### **3 FAM 4832.10-2 Eligibility**

*(TL:PER-427; 10-30-2001)*

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

All career employees serving abroad are eligible.

### **3 FAM 4832.10-3 Criteria**

*(TL:PER-427; 10-30-2001)*

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

Selection will be based on:

(1) Initiative and proactive contributions toward advancing U.S. commercial and international trade interests;

(2) Leadership in working with U.S. Government businesses, foreign customers and policymakers, and with other U.S. Government agencies.

(3) Energy and imagination in assisting U.S. manufacturers, retailers and distributors, banks investment firms, venture capital organizations, travel agents, airlines, and other exporters of U.S. goods and services;

(4) Initiative and creativity in convincing foreign government policymakers and other decision-makers to modify policies or restrictions relating to safety standards, health standards, import restrictions, or other rules and procedures that limit the host country's receptivity to imports of U.S. products and services;

(5) Active cooperation with the Department of Commerce, the U.S. Trade Representative's Office, the EX-IM Bank, OPIC, the Department of Agriculture, USAID, the Small Business Administration, and other departments and U.S. Government agencies to advance U.S. commercial interests;

(6) Initiative and creativity in organizing trade missions, trade shows, and other exhibits that assist U.S. businesses and representatives of U.S. firms to expand U.S. exports of goods and services; and

(7) Success in increasing the host country's importation of U.S. goods and services on both an aggregate and per capita basis.

### **3 FAM 4832.10-4 Nominating and Approval Procedures**

*(TL:PER-427; 10-30-2001)*

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

a. Nominations must be submitted by the chief of mission and endorsed by the appropriate bureau assistant secretary for members below the ambassadorial level. The appropriate bureau assistant secretary will submit nominations for chiefs of mission. The Bureau of Economic and Business Affairs will provide the selection committee with a brief description of the commercial environment in the country in which each nominee operated.

b. Nominations, not to exceed three typewritten pages, are to be forwarded to the Bureau of Economic and Business Affairs.

c. The Selection Committee chair, the Under Secretary for Economic and Agricultural Affairs or the Assistant Secretary for Economic and Business Affairs, will appoint the remaining members of the committee.

### **3 FAM 4832.11 James A. Baker, III—C. Howard Wilkins, Jr. Award for Outstanding Deputy Chief of Mission**

#### **3 FAM 4832.11-1 Description**

*(TL:PER-427; 10-30-2001)*

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

a. This award is made possible by C. Howard Wilkins, Jr., former Ambassador to the Netherlands. It recognizes outstanding contributions made by a deputy chief of mission who demonstrates the proficiency, creativity, and overall capacity to serve effectively ambassadors and as chargé d'affaires in their absence.

b. The recipient receives a certificate signed by the Secretary of State, and \$5,000.

#### **3 FAM 4832.11-2 Eligibility**

*(TL:PER-427; 10-30-2001)*

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

All career employees serving as deputy chief of mission are eligible.

#### **3 FAM 4832.11-3 Criteria**

*(TL:PER-427; 10-30-2001)*

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

Selection will be based on:

(1) Demonstrated overall capacity to serve effectively as deputy chief of mission (DCM) and as chargé d'affaires in the absence of the ambassador;

(2) Mastery of substance across the Department's key functions: political, economic or commercial, administrative, consular, and public affairs;

(3) Effectiveness as a coordinator of independent agencies and posts in a team effort;

(4) Ability to motivate subordinates to superior performance, particularly via career development programs, effective performance evaluations, and EEO sensitivity; and

(5) Development of relations with the local U.S. community including schools, business community, and social organizations.

### **3 FAM 4832.11-4 Nominating and Approval Procedures**

*(TL:PER-427; 10-30-2001)*

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

a. Nominations may be submitted by the chief of mission or the relevant bureau assistant secretary. Whoever initiates the nomination must obtain the concurrence of the other.

b. Nominations, not to exceed three typewritten pages, are to be forwarded to HR/PE.

c. The selection committee will be chaired by the Deputy Secretary or his or her representative and will consist of four members designated by the Director General.

### **3 FAM 4832.12 Robert C. Frasure Memorial Award**

#### **3 FAM 4832.12-1 Description**

*(TL:PER-427; 10-30-2001)*

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

a. This award honors an individual who best exemplifies the late Ambassador Robert C. Frasure's commitment to peace and the alleviation of human suffering caused by war or civil injustice.

b. The recipient receives a certificate signed by the Secretary of State, and \$5,000.

#### **3 FAM 4832.12-2 Eligibility**

*(TL:PER-427; 10-30-2001)*

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

All employees, regardless of pay plan or rank, are eligible.

### **3 FAM 4832.12-3 Criteria**

*(TL:PER-427; 10-30-2001)*

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

Selection will be based on:

(1) Contributions to the development of a strategy or strategies which:

(a) Prevent the outbreak of conflict or spread of hostilities in a tense political environment;

(b) Bring about a cease-fire between and/or separation of parties in conflict; and

(c) Result in the conflicting parties agreeing to settle their differences through negotiation or arbitration.

(2) Mastery of operational diplomacy once hostilities have been preempted, slowed, or terminated, to include contributing to the arrangement and/or participation in the negotiation; and keeping channels of communication open between the parties, possibly to include serving as an intermediary.

(3) Pursuit of policies and objectives related to conflict prevention and resolution, such as reconstruction efforts; protection of minorities and human rights; the engagement of other international actors, including international organizations, in a peace process; and establishing observer missions, coordinating responses to threats to peace, and assisting through training and education of past or potential combatants in election, public administration, and peaceful resolution of disputes.

### **3 FAM 4832.12-4 Nominating and Approval Procedures**

*(TL:PER-427; 10-30-2001)*

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

a. Nominations must be endorsed by the chief of mission for candidates assigned abroad and by the appropriate bureau assistant secretary for those candidates assigned domestically. The appropriate bureau assistant secretary will submit nominations for chiefs of mission.

b. Nominations, not to exceed three typewritten pages, are to be forwarded to HR/PE.

c. The Director General will designate a selection committee of three senior Department officials and/or respected private citizens.



### **3 FAM 4832.13 Warren Christopher Award for Outstanding Achievement in Global Affairs**

#### **3 FAM 4832.13-1 Description**

*(TL:PER-427; 10-30-2001)*

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

a. This award recognizes sustained excellence and initiative in the substantive policy areas of oceans, the environment, and science; democracy, human rights, and labor; population, refugees, and migration; and international narcotics and crime.

b. The recipient receives a certificate signed by the Secretary of State, and \$5,000.

#### **3 FAM 4832.13-2 Eligibility**

*(TL:PER-427; 10-30-2001)*

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

All employees of the Foreign Service and Civil Service (except Senior Foreign Service and Senior Executive Service) serving in a position focused primarily on one or more of the policy issues listed in 3 FAM 4832.14-1, paragraph a, are eligible.

#### **3 FAM 4832.13-3 Criteria**

*(TL:PER-427; 10-30-2001)*

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

Selection will be based on:

(1) Mastery of underlying substance and outstanding overall policy analysis, formulation, and development in one or more of the following areas: democracy promotion, environmental protection, human rights, international crime, international labor, transnational migration, international narcotics, oceans, population, refugees, or international science and technology;

(2) Leadership, creativity, and individual initiative in integrating global issues with overall U.S. foreign policy objectives and the U.S. national interest; and

(3) Exceptional ability to work effectively on global issues with colleagues in other bureaus and agencies, foreign government officials, and representatives from non-governmental organizations and the private sector.

### **3 FAM 4832.13-4 Nominating and Approval Procedures**

*(TL:PER-427; 10-30-2001)*

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

a. Nominations must be endorsed by the appropriate chief of mission for candidates assigned abroad or bureau assistant secretary or equivalent for candidates assigned domestically.

b. Nominations, not to exceed three typewritten pages, are to be forwarded to HR/PE.

c. The selection committee will be chaired by the Under Secretary for Global Affairs or his or her representative and will consist of four senior Department officials or respected private citizens, designated by the Director General, who are familiar with global issues.

### **3 FAM 4832.14 Edward R. Murrow Award for Excellence in Public Diplomacy**

#### **3 FAM 4832.14-1 Description**

*(TL:PER-427; 10-30-2001)*

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

a. This award recognizes significant contributions in the field of public diplomacy and the special qualities that reflect the integrity, courage, sensitivity, vision, and dedication to excellence that were so highly exemplified in the life of Edward R. Murrow.

b. The recipient of the award receives a plaque presented during the commencement exercises at the Fletcher School, Tufts University.

### **3 FAM 4832.14-2 Eligibility**

*(TL:PER-427; 10-30-2001)*

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

All employees, regardless of pay plan or rank, are eligible.

### **3 FAM 4832.14-3 Criteria**

*(TL:PER-427; 10-30-2001)*

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

Selection will be based on the nominee's:

(1) Integrity of character and adherence to firm standards of truth and principle;

(2) Outstanding performance and good judgment under stressful conditions; and

(3) Creative use of communications skills with foreign audiences.

### **3 FAM 4832.14-4 Nominating and Approval Procedures**

*(TL:PER-427; 10-30-2001)*

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

Candidates may be nominated by an employee or group of employees familiar with the nominee's work. Endorsement of the nomination by the chief of mission or principal officer at posts abroad, or the head of a bureau or other appropriate senior officer in the Department is required.

## **3 FAM 4832.15 Linguist of the Year Award**

### **3 FAM 4832.15-1 Description**

*(TL:PER-427; 10-30-2001)*

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

a. This award recognizes unusually successful acquisition and maintenance of a high level of proficiency in one or more foreign languages and use of the language ability to achieve Department objectives.

b. The recipient of the award receives a certificate signed by the Secretary of State, and \$5,000.

### **3 FAM 4832.15-2 Eligibility**

*(TL:PER-427; 10-30-2001)*

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

All employees who have been tested by the Foreign Service Institute within the past three years at the S-3+/R-3+ level or higher in an incentive language or at the S-4/R-4 level in a non-incentive language are eligible.

### **3 FAM 4832.15-3 Criteria**

*(TL:PER-427; 10-30-2001)*

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

Selection will be based on the nominee's:

(1) Success in attaining and maintaining high proficiency in one or more foreign languages;

(2) Superior achievement of U.S. public diplomacy objectives, where high foreign language proficiency was critical to success;

(3) Use of high language proficiency in developing program contacts who might otherwise be inaccessible;

(4) Achievement of high level of language proficiency in incentive languages;

(5) Personal efforts to attain language proficiency beyond that achieved in full-time study; and

(6) Sustained high performance in two or more assignments based on high language proficiency.

### **3 FAM 4832.15-4 Nominating and Approval Procedures**

*(TL:PER-427; 10-30-2001)*

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

Candidates may be nominated by an employee or group of employees familiar with the nominee's work. Endorsement of the nomination by the chief of mission or principal officer at posts abroad, or the head of a bureau or other appropriate senior officer in the Department is required.

### **3 FAM 4832.16 Innovation in the Use of Technology Award**

#### **3 FAM 4832.16-1 Description**

*(TL:PER-427; 10-30-2001)*

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

a. This award recognizes the suggestion, planning, development or implementation of an innovative use of technology (both program and administrative) that has substantially contributed to the efficiency and effectiveness of the Department.

b. The recipient of the award receives a certificate signed by the Secretary of State, and \$5,000.

#### **3 FAM 4832.16-2 Eligibility**

*(TL:PER-427; 10-30-2001)*

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

All employees, except those with specific job responsibilities for the management development, implementation or support of computer technology are eligible.

#### **3 FAM 4832.16-3 Criteria**

*(TL:PER-427; 10-30-2001)*

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

Selection will be based on the nominee's:

(1) Direct involvement in suggesting, planning, developing or implementing a broadly applicable technological innovation that substantially contributes to the efficiency and effectiveness of the Department. The innovation can be in use of existing Department technology, or the innovative use of new technologies; and

(2) Selection will be based on the quality of the nominee's innovation, for example:

(a) The innovation must have made a process or practice easier and have resulted in an overall increase in efficiency, rather than shifting work from one element to another; and

(b) Innovations in the use of hardware, software or a combination thereof, which are especially user-friendly and useful to a broad range of employees.

### **3 FAM 4832.16-4 Nominating and Approval Procedures**

*(TL:PER-427; 10-30-2001)*

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

Candidates may be nominated by an employee or group of employees familiar with the nominee's work. Endorsement of the nomination by the chief of mission or principal officer at posts abroad, or the head of a bureau or other appropriate senior officer in the Department is required.

## **3 FAM 4833 FOREIGN SERVICE NATIONAL (FSN) OF THE YEAR AWARD**

### **3 FAM 4833.1 Description**

*(TL:PER-427; 10-30-2001)*

*(State Only)*

*(Foreign Service Nationals Only)*

a. This award recognizes the high standards of performance and the value to the U.S. Government of the special contributions made by Foreign Service National (FSN) employees and foreign nationals serving under a personal services contract or agreement at our missions abroad.

b. The primary recipient receives a certificate signed by the Secretary of State, and \$5,000. Each of the other five nominees receives a certificate signed by the assistant secretary of the appropriate regional bureau or International Organization (IO) and \$2,500.

### **3 FAM 4833.2 Eligibility**

*(TL:PER-427; 10-30-2001)*

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

All direct hire Foreign Service National (FSN) employees and foreign nationals serving under a PSC/PSA, as provided for in 3 FAM 4813.2, paragraph b, are eligible.

### **3 FAM 4833.3 Criteria**

*(TL:PER-427; 10-30-2001)*

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

Selection will be based on:

- (1) Significant contributions which support an understanding of the U.S. foreign policy interest abroad;
- (2) Outstanding examples of liaison with host country officials and others that facilitated the work of U.S. officers or the goals of the mission;
- (3) Exceptional initiative in the defense of U.S. property or of fellow employees or U.S. citizens;
- (4) Performance of assigned duties in a manner that clearly was instrumental in the achievement of major mission goals and objectives, and without which success would have been uncertain or seriously delayed;
- (5) Special effectiveness in bridging national differences in a way that enhanced the introduction of U.S. staff members into professional, cultural, or personal relationships with host country nationals and contributed to effective representation and personal morale; and
- (6) Personal or professional courage in difficult, demanding, or hardship situations.

### **3 FAM 4833.4 Nominating and Approval Procedures**

*(TL:PER-427; 10-30-2001)*

*(State Only)*

*(Applies to Foreign Service and Civil Service Employees)*

a. Candidates may be nominated at posts abroad by any employee or group of employees, including PSC and PSA hires. The Joint Country Awards Committee will select one nominee, with final approval by the chief of mission, to represent all Department Foreign Service Nationals in that country. Constituent posts must submit their nominations to the embassy for consideration by the Joint Country Awards Committee.

b. Nominations, not to exceed 500 words, are to be forwarded to the regional bureau executive office.

c. The Deputy Assistant Secretary for Human Resource will chair the selection committee, which will be comprised of the Director, Office of Overseas Employment, and the executive director or designated representative of each regional bureau.

## **3 FAM 4834 Mary A. Ryan Award for Outstanding Public Service**

### **3 FAM 4834.1 Description**

*(TL:PER-437; 02-12-2002)*

*(Uniform State and USAID)*

*(Applies to Foreign Service and Civil Service Employees)*

a. This award recognizes achievement and extraordinary leadership in the provision of services to U.S. citizens domestically as well as abroad.

b. The recipient receives a certificate signed by the Secretary of State, and \$5,000.

### **3 FAM 4834.2 Eligibility**

*(TL:PER-427; 10-30-2001)*

*(Uniform State and USAID)*

*(Applies to Foreign Service and Civil Service Employees)*

All employees are eligible, regardless of pay plan or rank.

### **3 FAM 4834.3 Criteria**

*(TL:PER-437; 02-12-2002)*

*(Uniform State and USAID)*

*(Applies to Foreign Service and civil Service Employees)*

Selection will be based on the extent to which nominees demonstrate the following leadership abilities *when providing services while assigned domestically or abroad to U.S. citizens. Nominees should:*

- (1) Promote *public service* ideals, principles, and professionalism;
- (2) Inspire the performance of others and are dedicated to the development of colleagues and subordinates;
- (3) Set a standard of excellence and motivates others to improve or meet it;



- (4) Maintain standards of honesty and integrity and demonstrate intellectual and moral courage;
- (5) Anticipate, recognize and meet customers' needs;
- (6) Take responsibility for personal performance;
- (7) Initiate changes and innovation and/or adapt with flexibility to change; and
- (8) Maintain optimism and persistence in the pursuit of goals despite obstacles and setbacks.

### **3 FAM 4834.4 Nominating and Approval Procedures**

*(TL:PER-437; 02-12-2002)*

*(Uniform State and USAID)*

*(Applies to Foreign Service and Civil Service Employees)*

- a. Nominations must be endorsed by the appropriate chief of mission or assistant secretary for employees assigned abroad or domestically, respectively.
- b. Nominations, not to exceed three typewritten pages, are to be forwarded to *HR/PE*.
- c. The selection committee will be chaired by the Principal Deputy Assistant Secretary (PDAS) for Consular Affairs. The Director General will appoint three other committee members.

### **3 FAM 4835 Frank E. Loy Award for Environmental Diplomacy**

#### **3 FAM 4835.1 Description**

*(TL:PER-427; 10-30-2001)*

*(Uniform State and USAID)*

*(Applies to Foreign Service and Civil Service Employees)*

- a. This award recognizes outstanding achievement in international environmental affairs.
- b. The recipient receives a certificate signed by the Secretary of State, and \$5,000.

### **3 FAM 4835.2 Eligibility**

*(TL:PER-427; 10-30-2001)*

*(Uniform State and USAID)*

*(Applies to Foreign Service and Civil Service Employees)*

All employees regardless of pay plan or rank are eligible.

### **3 FAM 4835.3 Criteria**

*(TL:PER-427; 10-30-2001)*

*(Uniform State and USAID)*

*(Applies to Foreign Service and Civil Service Employees)*

Selection will be based on the extent to which nominees meet the following criteria:

(1) Advancement of U.S. interests related to the environment through international negotiations or other diplomatic activity;

(2) Analysis and policy development for international environmental affairs;

(3) Integration of environmental affairs into overall U.S. diplomatic efforts; and

(4) Interaction with the Congress, businesses, environment.

### **3 FAM 4835.4 Nominating and Approval Procedures**

*(TL:PER-427; 10-30-2001)*

*(Uniform State and USAID)*

*(Applies to Foreign Service and Civil Service Employees)*

a. Nominations must be endorsed by the appropriate chief of mission, assistant secretary, or higher official.

b. Nominations, not to exceed 3 typewritten pages, are to be forwarded to HR/PE.

c. The selection committee will be composed of the Under Secretary of Global Affairs, Chairperson, Frank E. Loy, and three other members named by the Director General.

### **3 FAM 4836 THROUGH 4839 UNASSIGNED**